



Get ready!

1 Before you read the passage, talk about these questions.

- 1 What electronic machines do people need for conferences?
- 2 Where do companies get these machines?

Reading

2 Read this store advertisement. Then, circle the correct answers.

- 1 What does Spot On mainly do?
 - A It sells projectors and screens.
 - B It rents out conference equipment.
 - C It fixes office equipment.
 - D It manufactures electronic devices.
- 2 Which items vary in size?
 - A flipcharts C laptops
 - B marker pens D screens
- 3 According to the advertisement, which is true of flipcharts?
 - A They come with extra stationary.
 - B They are up-to-date models.
 - C They come in three colours.
 - D They are suitable for large rooms.

Spot On Conference Supplies

Do you need the best supplies for your conference? **Spot On** can **provide** everything you need for your event. We will also **deliver** and **set up** the **equipment**.

Products List

Flipcharts

Our flipcharts are size A0, and we provide four colored marker pens with each order.

Laptops

We provide up-to-date models. Each computer has presentation software installed.

Projectors

We offer three kinds of projectors, suitable for large auditoriums, medium-sized rooms and small meeting rooms. All our projectors are wireless.

Screens

We offer simple portable screens and deluxe electric screens. We supply them in several different sizes, so we can give you exactly what you need. Please note – we need to set up deluxe screens the day before your event commences.

Microphones

We provide the best microphone and speaker equipment for your needs. For the best sound results, please tell us the size of the room.

Vocabulary

3 Choose the word or phrase that is closest in meaning to the underlined part.

- 1 Has anyone made the equipment ready to use?
 - A provided the equipment
 - B set up the equipment
 - C delivered the equipment
- 2 Please order a surface on which pictures can be displayed.
 - A laptop B screen C projector
- 3 Bring a device that amplifies sound to the meeting.
 - A microphone B laptop C screen
- 4 They offer a lot of different machines for conferences.
 - A flipcharts B screens C equipment